

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Translation Services position at [Company's Name] as advertised [where you found the job listing]. With a strong background in linguistics and [number] years of professional experience in translation, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have successfully translated documents and communications in [languages you translate], ensuring accuracy, cultural relevance, and fidelity to the source material. My experience includes working with [mention any relevant industries or specific types of documents], which has equipped me with a keen understanding of industry-specific terminology and nuances.

I am particularly drawn to this position at [Company's Name] because [mention any specific reasons related to the company or its projects that attract you]. I am excited about the opportunity to apply my skills and collaborate with your team to provide high-quality translation services.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and to learn more about the exciting work at [Company's Name].

Sincerely,

[Your Name]